Inspector General of Registration and Stamps (IGR)

User Manual for User Registration in Portal

Version 1.0

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About This Manual

Purpose

This manual has been written to help you understand the User Creation in Portal. The process is detailed step by step.

Intended Audience

This manual is intended for the Indian who want to register, transfer, sell or execute legal document transaction within the precinct of Tamil Nadu. And for the staff of The Registration Department, Tamil Nadu

Prerequisites for Use

Basic working knowledge of computer usage is sufficient to use the application

Organization of the Manual

This Manual is organized according to the flow of the user registration application. It gives the user a step by step guide to creating User Registration to log in to the "Citizen Portal"

Typographical Conventions

The following are the typographical conventions used in this manual

Convention	Indicates	Example
Bold	Tabs and Sub-Tabs	**Party Details Tab Executant**
Italics	*References to other options detailed in separate sections*	Refer section on 'Linking to Previous Document' under 'More Options' for further details

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1. Introduction

This User Manual deals with the User Registration procedure in portal with step by step instructions to create a user Registration identification. The TNIGR portal would allow the citizen to directly log in to the online application and create document in English or Tamil. The User Registration Process Work Flow Diagram explains how the User Registration is created by a Citizen or by a Document Writer.

USER REGISTRATION PROCESS WORK FLOW DIAGRAM
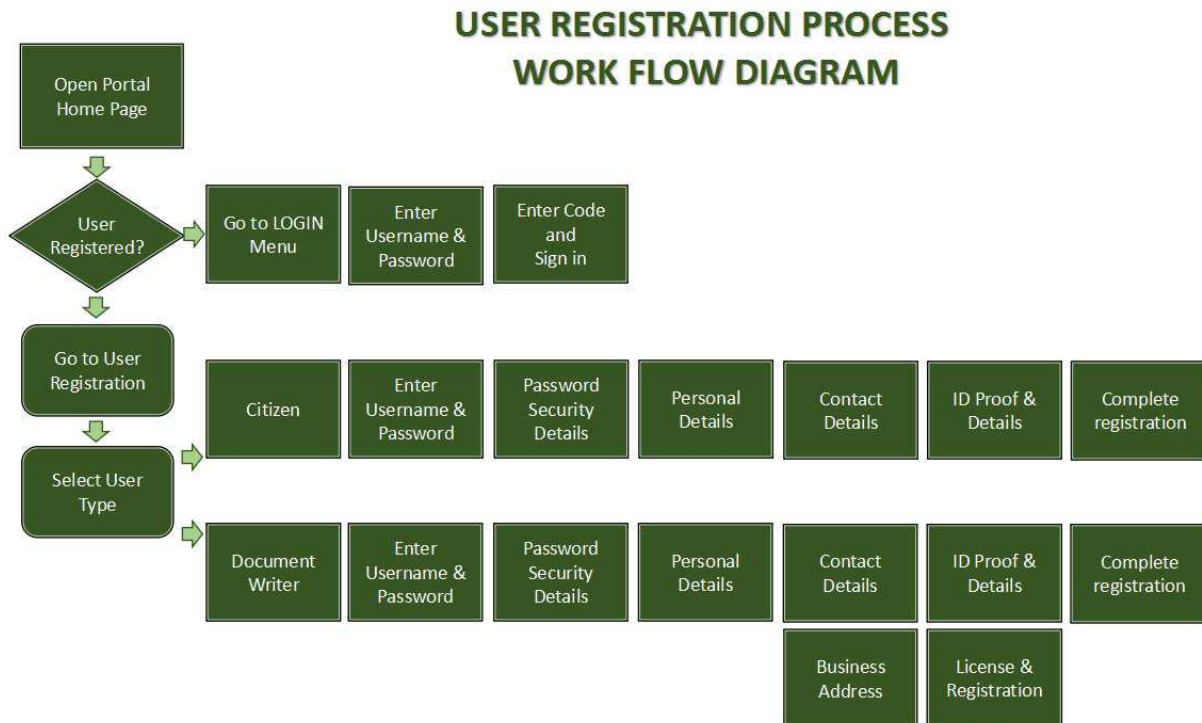
2. Getting Started

This chapter explains various terms, buttons and icons used in the application to help the user navigate through screens starting with the Registration process.

2.1 Home Page

The Home page screen is shown below. This is the first page where the user needs to proceed to create the User Registration with a new user-name and password. Only after creating a Registration ID can the user proceed to create a document online.
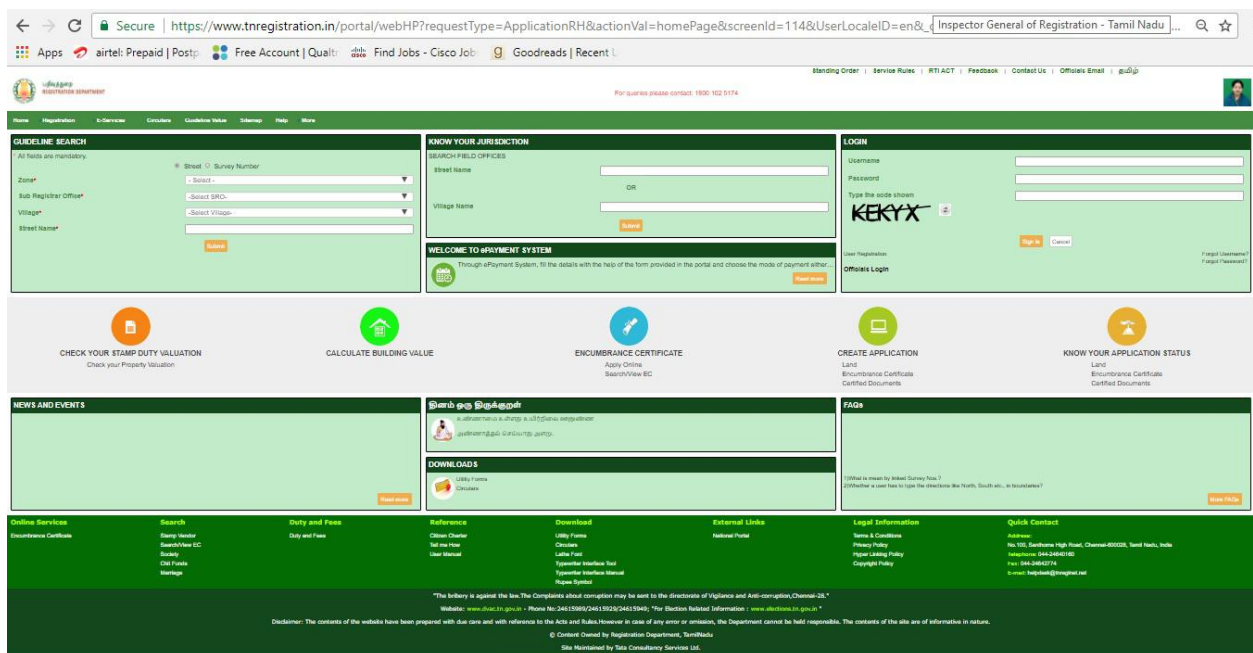

Figure 1 Home Page

1. Hold the cursor over the registration tab on the right side top of the screen.

2. Select user registration option to proceed further for registering an user.

Figure 2 User Registration

3. Creating an User Registration

This section explains how the user creates the account in portal.

The User Registration which is created by the citizen is used not only for creating deeds but also for registering marriages, chits, society and firms in **Document Creation** or **Abstract for Draft Deed.**

Figure 3 Creating New Account

3.1 Selecting User Type

1) User needs to select the following details,
   i. Select the option Citizen/Document Writer from the User Type drop down box

3.2 Entering the New User Name

Type the user name of your choice in the User Name text box

User name can be a combination of Alpha Numeric and Symbols like "Raj@789" or like "Citizen6"as shown on screen

Figure 5 User Name example

3.2 Password Creation

Figure 6 Type user password

1) User needs to enter the password with respective password rules as displayed on the right side of the screen in highlighted box.

Figure 7 User Password Hint

2) If the entered password is accepted then it will be highlighted in green color , else it is
   not accepted

3) Re-enter the password in the text box "*confirm password*"

Figure 8 Confirm Password

3.3 Security Question:

Figure 9 Security question

1) Chose a question from the drop down list

Figure 10 Drop down security question

2)　　　　Provide the answer to the selected question in the right side text box marked "Answer"

Figure 11 Answer for security question

3.4 Personal details

1.　　User needs to enter the personal details in the respective fields.

Figure 12 Personal Details

2.　　The mandatory details to be filled by the user are marked with a red star "*"

3. In the Salutation Drop Down Box, chose the appropriate option. Where ever the Drop Down Box indicates a Drop Down Arrow, the user needs the select the appropriate word from the list

Figure 13 Salutation drop down

4. Type the First Name, Middle Name and Last Name in the respective fields

Figure 14 Name Details

5. Select Gender from the drop down box

Figure 15 Gender

6. Select the identification document for verifying your personal detail

Figure 16 ID Document Drop down

7. Enter Email address and Confirm the email address by retyping the same

Figure 17 Email details

8. Select the appropriate date of birth from the drop down box

Figure 18 DOB

9. Provide the Mobile and fixed line phone numbers

Mobile*

9000000000

Phone No

Phone No

Figure 19 Phone numbers

10. Type the Identification No as given in the Identification document selected by you

Identification No*

123456

Figure 20 ID Number

3.5 Address

1. Provide the address as given in the identification document selected by you.

Address

State*	**Door/Flat No.***
- Select - ▼	Door/Flat No.
District*	**Street***
- Select - ▼	Street
PIN Code*	**Village/Town***
PIN Code	Village/Town

Figure 21 Address Capture Screen

2. Select the State from the drop down box

3. Select the district from the drop down box

4.   Enter the Pin code in the text box

PIN Code*

600000

Figure 24 Enter Pin code

5.   Enter the address as given in the selected Identification document

Door/Flat No.*

28

Street*

Ramu Street

Village/Town*

Village/Town

Figure 25 Address details

3.6 Document Writer Registration Details

In case the person is registering as a document writer, additional details pertaining to his or her Business Address, Document Writer Registration details along License type and number will be capture

Login Details

User Type *

Document Writer

User Name*

Kumar1962

Figure 26 Document Writer

1. Select user Type as Document Writer and fill in the other fields as explained in sections 3.1 up to 3.5.

2. Additional information pertaining to business address of the Document writer be entered

Figure 27 Business Address

3. The Document Writer has to provide his or her registration details with the department i.e. registration district registered with and the Sub Registrar Office attached to. Also needs to provide the License type and License no.

Figure 28 DW details

3.7 Other details

1. User needs to enter the correct code in the text box(Captcha code)as in the picture

Figure 29 Captcha Code

2. On entering the correct "Captcha code" the user can click on "Complete Registration".

3. In case the user does not want to complete the registration, user can chose to click "Reset"
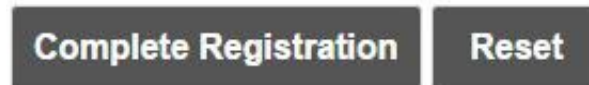

Figure 30 Complete registration

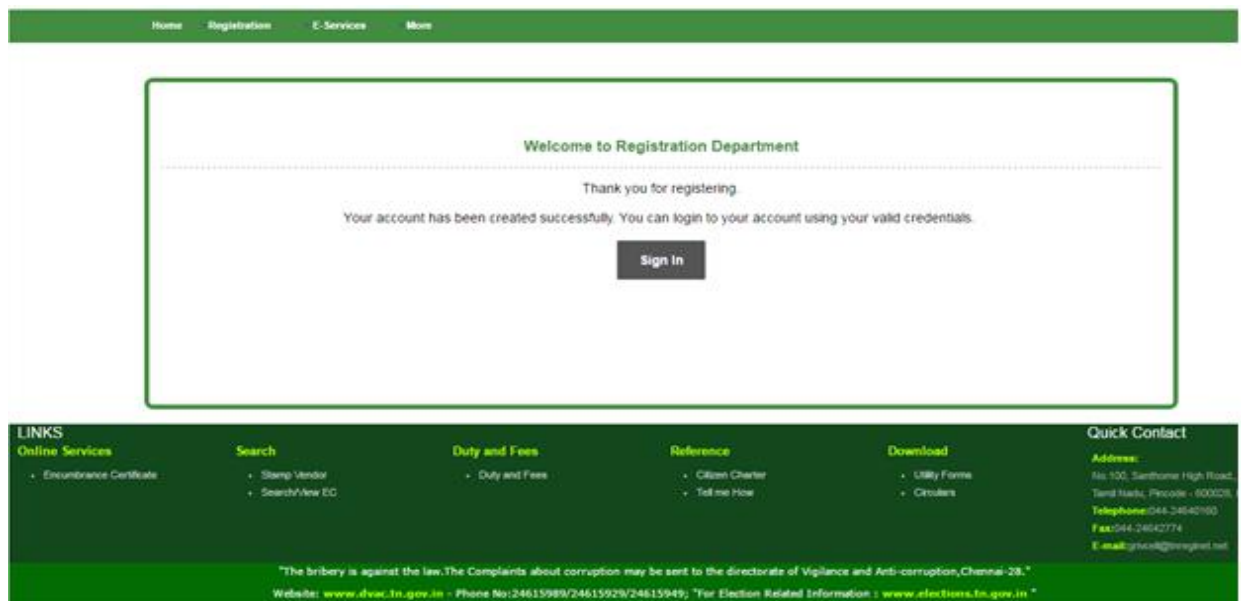# 4. User Registration created successfully

Now using the "Sign in" option, citizen can use the Portal

Figure 31 User Registration confirmation